

EFFECTIVE DATE: March 23, 1981

REVISION DATES: \_\_\_\_\_

SUBJECT: MUNICIPAL CIVIL SERVICE RULE VIII, SECTION 1(c)

1. Purpose:

- The purpose of this directive is to explain the policy of the City of San Antonio set forth in Municipal Civil Service Rule VIII, Section 1(c).

2. Responsibility:

- The Personnel Department shall insure that application forms contain inquiries that require disclosure of information required to comply with this directive. Such information shall also be required in the case of employee transfers.
- This directive applies to all departments.
- Every individual employed in a supervisory capacity, shall be responsible for complying with this directive and reporting to the Personnel Department in the event a member of her/his family is referred to a position under her/his supervision.

3. Policy:

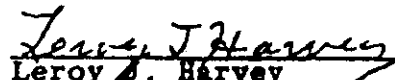
- Section 1(c) of Civil Service Rule VIII provides that "No person shall, after the adoption of these rules, be employed in or transferred to any division of the City of San Antonio, if a kinsman by blood or marriage of such person is then employed in a supervisory position in said division." For purposes of this administrative directive, a kinsman by blood or marriage includes the following persons:

spouse	parents
children	brothers or sisters

In-laws standing in the same relationship are included.

- Relatives may be co-workers in the same division, in non-supervisory positions.

- Department heads will insure, through their supervisory personnel, that careful review of applicants is done to assure compliance with the provisions of this directive.

  
Leroy J. Harvey  
Director of Personnel

  
Thomas E. Huebner  
City Manager

DATED: 3-23-81